



ENTERPRISE IT POLICIES, STANDARDS AND GUIDELINES

REQUESTING AND PROCESSING EXEMPTION FROM AN INFORMATION TECHNOLOGY POLICY OR STANDARD

Georgia Technology Authority (GTA)

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1 DEFINITIONS

Policy – A general or high level statement of a direction, purpose, principle, process, method, or procedure for managing technology and technology resources. A “policy”, as defined in this procedure applies to policies which have been published by GTA pursuant to Enterprise Policy P-07-001.

Standard - A prescribed or proscribed specification, approach, directive, procedure, solution, methodology, product or protocol which must be followed. A “standard”, as defined in this procedure applies to standards which have been published by GTA pursuant to Enterprise Policy P-07-001.

Exemption – An agency’s formal release from the requirements to implement and/or adhere to a published standard. Any terms upon which the exemption is contingent shall be stated in a letter from the State CIO which authorizes the exemption.

2 PURPOSE

An Agency expecting or experiencing undue hardship in implementing an Information Technology Policy or Standard may request exemption. The Agency must document and quantify the impact of the Policy or Standard on its operation in justification of the requested exemption.

3 PROCESS

The following pages provide a step by step explanation of the process for submission and approval of a Request for Exemption from Policy or Standard.

Step 1. Initiate Exemption Request

An Agency desiring exemption from a standard shall complete a “Technology PSG Exemption” form which can be found at the GTA Web-site. The completed form will be emailed to GTA’s Information Technology Planning Office (ITPO) per the directions in the accompanying instructions for the form also found at the GTA Web-site. GTA’s Information Technology

Planning Office (ITPO) will assign a control number to the request and acknowledge receipt of the request within five (5) work days via list serve and/or email.

Step 2. Exemption Review& SME Assignment

- 2.1 ITPO management will conduct an Exemption Review of the exemption request and decide whether the request information is complete and with apparent adequate justification to appoint one or more SMEs to more fully evaluate the request. If the request is not complete or without apparent adequate justification to proceed, the requestor is notified accordingly by ITPO. In the alternative, ITPO proceeds to 2.2 immediately below.
- 2.2 ITPO shall assign a lead Subject Matter Expert (SME) from ITPO to serve as the primary functional Point of Contact (POC) for analysis of the Agency's stated impacts and for recommending acceptance or denial of the request (lead SME-POC). Staff of ITPO or from other Offices of GTA shall assist the POC with the analysis, at the request of the POC.
- 2.3 The SME-POC shall proceed immediately with an evaluation of the merits of the request with an expected turnaround time of (10) working days.
- 2.4 At the end of this time, the POC should be prepared to present the "Technology PSG Exemption" to an ITPO and GTA senior management "Implementation Review".

Step 3. GTA Implementation Review

The "Technology PSG Exemption" and internal analysis shall be reviewed for acceptance or denial by ITPO and GTA senior management with an expected turnaround of less than (10) work days. At this point in the process, the ITPO management may:

- A) Return to the requesting Agency and/or SME-POC for additional information.
- B) Approve the request and provide a letter of exemption from the State CIO.
- C) Disapprove the request and provide notification to requestor accordingly.

3.1 PROCESS FLOW

